

INTERNAL SERVICE FUNDS

This section contains the budgets for the City's seven Internal Services Funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

General Liability Insurance Fund

530MS04A

This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive Risk Management Program. The total cost of the Fund is charged to the departments through their 62220 account line-item charges. The General Liability Insurance Fund covers the cost of Citywide insurance premiums and self-insurance programs, including General Liability, property, earthquake, crime, volunteer, Accidental Death and Dismemberment, and related broker services. The Fund also covers the cost of all litigated and non-litigated claims against the City, including defense costs, settlements, judgments, and Civil Service arbitrations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 5,964,946	\$ 6,104,456	\$ 8,279,135	\$ 2,174,679
TOTAL	<u>\$ 5,964,946</u>	<u>\$ 6,104,456</u>	<u>\$ 8,279,135</u>	<u>\$ 2,174,679</u>

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62055 Outside Legal Services	\$ 79,409	\$ 105,000	\$ 50,000	\$ (55,000)
62070 Litigation - City Attorney	209,105	50,000	50,000	
62070.1000 Litigation - Plaintiff	1,042	15,000	15,000	
62070.1001 Litigation - Civil Service		15,000	600,000	585,000
62085 Other Professional Services	65,883	83,600	85,000	1,400
62115 Litigation - Airport	235,256	250,000	300,000	50,000
62220 Insurance	1,255,464	1,448,628	1,665,000	216,372
62220.1000 Accid. Death & Dismemberment		100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events		3,000	3,000	
62235 Services of Other Dept - Indirect	543,922	530,721	659,080	128,359
62240 Services of Other Dept - Direct	627,930	493,323	496,871	3,548
62496 F537 Computer Equip Rental		184	184	
62655.1000 Burbank on Parade		5,000	5,000	
62870 Uninsured Losses		5,000		(5,000)
62875 Judgements - Uninsured Losses	2,946,876	2,500,000	3,750,000	1,250,000
62895 Miscellaneous Expenses	59			
	<u>5,964,946</u>	<u>6,104,456</u>	<u>8,279,135</u>	<u>2,174,679</u>
PROGRAM TOTAL	<u>\$ 5,964,946</u>	<u>\$ 6,104,456</u>	<u>\$ 8,279,135</u>	<u>\$ 2,174,679</u>

Workers' Compensation Fund

531MS04A

This fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this fund.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 16,076,876	\$ 9,084,118	\$ 9,137,254	\$ 53,136
TOTAL	\$ 16,076,876	\$ 9,084,118	\$ 9,137,254	\$ 53,136

Administration

This program provides for the administration of the City's Workers' Compensation program. Costs that fall under this program include AON ESolutions, which hosts IVOS, the City's claims management software- that tracks medical billing and case management. This program also provides professional services such as consultant training and other administrative services. The medical services portion includes first aid administered immediately after a minor injury occurs.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services	\$ 41,519	\$ 47,267	\$ 47,267	
62125 Medical Services	24,821	20,000	20,000	
62235 Services of Other Dept - Indirect	652,236	316,171	266,707	(49,464)
62240 Services of Other Dept - Direct	671,674	683,782	684,882	1,100
62316 Software and Hardware	25,000	52,000	55,000	3,000
62496 F537 Computer Equip Rental		1,291	1,291	
	1,415,250	1,120,511	1,075,147	(45,364)
PROGRAM TOTAL	\$ 1,415,250	\$ 1,120,511	\$ 1,075,147	\$ (45,364)

Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently covers all claims up to the first two million and purchases excess Workers' Compensation insurance. The State Self Insurance Fee is the amount the City pays to the State in order to be self insured and is calculated in proportion to payroll for the most recent year available.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62220 Insurance	\$ 130,275	\$ 150,000	\$ 187,500	\$ 37,500
62220.1004 State Self-Insurance Fee	100,000	120,000	191,000	71,000
	230,275	270,000	378,500	108,500
PROGRAM TOTAL	\$ 230,275	\$ 270,000	\$ 378,500	\$ 108,500

Workers' Compensation Fund

Claims Reserve Program

This program largely provides for Workers' Compensation claims incurred by City employees. Major expenses that this Fund includes are as follows:

- **Medical** - This portion of the Fund covers payments to doctors, physicians, hospitals, diagnostic testing centers, surgeries, post operative care, physical therapy, acupuncture, pharmaceuticals and chiropractic care for all active claims and future medical care for files with medical care provisions for life. The fund also covers the cost for the City's utilization review management program as well as nurse care management when necessary. The City spends an average of \$3,274,944.14 per year.
- **Salary Continuation** - Includes 4850 time for both Police and Fire which is up to 1 year full salary on any injury and for Miscellaneous employees up to 6 months full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the injury is then considered Temporary Disability which is 2/3 of an employees salary with a maximum pay out of \$1,010.50 per week. This is an increase of \$23.81 per week as of January 1, 2012. Temporary Disability payments can be paid up to 2 years. Based on the last 3 years, the City spent an average of \$854,540.91 per year, which reflects a decrease primarily due to the City's aggressive return to work program.
- **Permanent Disability** - Permanent Disability (PD) is any lasting disability from a work injury or illness that affects an employee's ability to earn a living. This fund covers PD benefits, advances, life pension awards and final awards. Based on the last 3 years, the City spent an average of \$942,662.20 in PD benefits.
- **Legal Expenses** - This portion of the fund covers instances when claims are litigated and require outside counsel. The City has a legal panel of 5 different law firms specializing in various forms of workers' compensation to assist with litigation. There are claims that are disputed by employees who seek legal action and these attorneys are funded by the City and hired to represent the City's interest. Based on the last 3 years, the City spent an average of \$311,544.00 per year, an increase due to additional work to close several claims.
- **Lien on Me, Inc** - This company provides medical bill review services to the City. This consists of analyzing provider billings for coding errors, duplications and fraud, and re-pricing billed charges to the lesser of charges pursuant to the applicable state mandated fee schedule. On average, they provide a net savings of \$4.5 million dollars. Based on the last 3 years, the City spent an average of \$178,663.63 per year for their services.
- **Photocopying Services** - This covers all the photocopying for deposition and legal services that are needed. Based on the last 3 years, the City spent an average of \$84,032.43 per year.
- **Investigative Services** - This portion of the Fund covers all potential fraudulent claim issues and investigations on employees former Workers' Compensation claims and work history. Based on the last 3 years, the City spent an average of \$47,644.20 per year.
- **Unemployment** - This part of the fund pays for unemployment benefits for former employees as required by federal and state law.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62880.1000 Claim Payments	\$ 6,027,075	\$ 6,041,000	\$ 6,041,000	
62880.1001 Change in Liability	6,720,839			
62885 Work Comp Stat Reim (TDISA)	1,442,607	1,442,607	1,442,607	
62890 Unemployment Insurance	240,830	210,000	200,000	(10,000)
	14,431,351	7,693,607	7,683,607	(10,000)
PROGRAM TOTAL	\$ 14,431,351	\$ 7,693,607	\$ 7,683,607	\$ (10,000)

Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	17.500	12.837	12.387	(0.450)
Salaries & Benefits	\$ 1,825,458	\$ 1,351,924	\$ 1,300,031	\$ (51,893)
Materials, Supplies, Services	6,393,702	6,285,750	6,393,702	107,952
Capital Outlay	1,737,964	1,164,000	4,320,500	3,156,500
Capital Improvements	354,800	90,000	90,000	
Contributions To Other Funds	194,135			
TOTAL	\$ 10,506,059	\$ 8,891,674	\$12,104,233	\$ 3,212,559

Fleet Program

532PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2012-13. The reduction in staff years is due to the shifting of vehicle maintenance staff who spend a percentage of their time on work related to the Refuse Collection & Disposal Fund (498).

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	17.500	12.837	12.387	(0.450)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,156,018	\$ 861,548	\$ 819,698	\$ (41,850)
60006 Overtime	8,640	7,322	7,322	
60012 Fringe Benefits	652,733	483,054	189,432	(293,622)
60012.1008 Fringe Benefits - Retiree			5,995	5,995
60012.1509 Fringe Benefits - Pension			186,216	186,216
60012.1528 Fringe Benefits - Workers Comp			91,368	91,368
60015 Wellness Program	1,231			
60023 Uniform & Tool Allowance	6,725			
60031 Payroll Adjustment	111			
	1,825,458	1,351,924	1,300,031	(51,893)
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 109,510	\$ 124,400	\$ 124,400	
62085 Other Professional Services		22,940	26,600	3,660
62170 Private Contractual Services	157,131	140,000	140,000	
62220 Insurance	91,771	91,771	119,453	27,682
62225 Custodial Services	41			
62240 Services of Other Dept - Direct	23,022	24,030	23,380	(650)
62260 Services of PW Mgmt	125,775	135,851	63,370	(72,481)
62300 Special Departmental Supplies	40,077	10,872	10,872	
62405 Uniforms & Tools	3,970	8,070	8,070	
62420 Books & Periodicals	143	324	324	
62430 Auto Equip Maint & Repairs	1,460,566	1,700,000	1,700,000	

Vehicle Equipment Replacement Fund

Fleet Program

PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
62435	General Equip Maint & Repairs	\$ 511	\$ 5,509	\$ 5,509	
62440	Office Equip Maint & Repairs	657	1,652	1,652	
62450	Build Grounds Maint & Repairs		2,070	2,070	
62455	Equipment Rentals	3,827	60,000	60,000	
62475	F532 Vehicle Equipment Rental	242,025	84,665	97,908	13,243
62485	F535 Comm Equip Rental	10,583	9,756	12,663	2,907
62496	F537 Computer Equip Rental	28,657	20,702	18,613	(2,089)
62700	Memberships & Dues	75	276	276	
62755	Training	12,995	28,000	28,000	
62780	Fuel - Oil	1,284,894	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	44,781	100,000	100,000	
62895	Miscellaneous	259	100	100	
63010	Depreciation - Infrastructure	104,068	69,286	138,851	69,565
63015	Depreciation - Mach & Equip	129,191	107,050	222,044	114,994
63035	Depreciation - Vehicles	2,294,342	1,911,400	1,847,521	(63,879)
63040	Depreciation - Comps/Software	43,593	43,593	43,593	
63050	Non-capitalized assets	497		15,000	15,000
63131.1002	Overhead Recovery	(4,065)			
63310	Inventory Overhead	4,065	3,433	3,433	
		6,393,702	6,285,750	6,393,702	107,952
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 1,737,964	\$ 1,164,000	\$ 4,320,500	\$ 3,156,500
		1,737,964	1,164,000	4,320,500	3,156,500
CAPITAL IMPROVEMENTS					
15042.18410	Replace/Repair Flare at Cty Yard	\$ 34,232	\$ 90,000	\$ 90,000	
15042.19025	Citywide Emerg Generator Replc	268,634			
15042.19616	Installation of New Shear	51,934			
		354,800	90,000	90,000	
CONTRIBUTIONS TO OTHER FUNDS					
85101.0001	Contribution to Fund 001	\$ 194,135			
		194,135			
PROGRAM TOTAL		\$ 10,506,059	\$ 8,891,674	\$12,104,233	\$ 3,212,559

Office Equipment Replacement Fund

533ND000

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets. The Non-Capitalized Assets account was set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. A department may use this account to purchase items costing less than \$5,000.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 384,719	\$ 368,240	\$ 387,988	\$ 19,748
Capital Outlay		136,463	134,826	(1,637)
Contributions To Other Funds	306,328	197,955	126,882	(71,073)
TOTAL	\$ 691,047	\$ 702,658	\$ 649,696	\$ (52,962)

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs		\$ 15,000	\$ 50,000	\$ 35,000
62496 F537 Computer Equip Rental			237	237
63015 Depreciation - Machinery & Equip	314,330	196,968	185,010	(11,958)
63040 Depreciation - Comm	6,432		536	536
63045 Depreciation - Other	7,616	7,616	3,549	(4,067)
63050 Non-Capitalized Assets	56,341	148,656	148,656	
	384,719	368,240	387,988	19,748
CAPITAL OUTLAY				
70020 Holding - Capital		\$ 136,463	\$ 134,826	\$ (1,637)
		136,463	134,826	(1,637)
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to Fund 001	\$ 306,328	\$ 197,955	\$ 126,882	\$ (71,073)
	306,328	197,955	126,882	(71,073)
PROGRAM TOTAL	\$ 691,047	\$ 702,658	\$ 649,696	\$ (52,962)

Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's sales tax revenues.

FUND SUMMARY

	EXPENDITURES 2010-11		BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	1.000		1.000	1.000	
Salaries & Benefits	\$ 59,009	\$	68,019	\$ 67,748	\$ (271)
Materials, Supplies, Services	2,076,997		2,147,679	2,436,062	288,383
Capital Improvements	1,718,450		1,430,862	3,145,862	1,715,000
TOTAL	\$ 3,854,456	\$	3,646,560	\$ 5,649,672	\$ 2,003,112

Park Facilities Maintenance Program

534PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to Fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 32,970	\$ 50,000	\$ 50,000	
62450 Build Grounds Maint & Repairs	76,457	100,000	100,000	
63000 Depreciation - Land Imprvmnts		9,172	9,172	
63005 Depreciation - Buildings		29,773	36,547	6,774
63010 Depreciation - Infrastructure		57,376	67,800	10,424
63015 Depreciation - Mach & Equip		5,384	5,384	
63045 Depreciation - Other Non-Utility		19,152	8,138	(11,014)
	109,427	270,857	277,041	6,184
CAPITAL IMPROVEMENTS				
15022.18645 Izay (Riggio) Park Rstrm Reno			\$ 30,000	\$ 30,000
15022.20104 Restrm Retrofit - Mt View & Izay		25,000		(25,000)
15032.18456 Santa Anita Playlot		25,000		(25,000)
15032.17622 Irrigation Repairs/Improvements		50,000	50,000	
15032.19055 Mountain View Park Rstrm Reno	11,535	75,000		(75,000)
15032.20107 Material Storage Enclosure		25,000		(25,000)
15032.20618 Drinking Fountain Improvements			50,000	50,000
15032.20619 Verdugo Park Restroom Reno			150,000	150,000
15032.20620 Verdugo Park Play Equipment			300,000	300,000
15032.20667 Johnny Carson Park Play Equip			300,000	300,000
	11,535	200,000	880,000	680,000
PROGRAM TOTAL	\$ 120,962	\$ 470,857	\$ 1,157,041	\$ 686,184

Municipal Building Maintenance Fund

534PW33A

Public Works' Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Services account is used to fund building core systems maintenance & repair contracts.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	1.000	1.000	1.000	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 40,132	\$ 39,325	\$ 38,034	\$ (1,291)
60006 Overtime				
60012 Fringe Benefits	18,781	28,694	14,367	(14,327)
60012.1008 Fringe Benefits - Retiree			484	484
60012.1509 Fringe Benefits - Pension			8,546	8,546
60012.1528 Fringe Benefits - Workers Comp			6,317	6,317
60031 Payroll Adjustment	96			
	59,009	68,019	67,748	(271)
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 159,137	\$ 230,000	\$ 230,000	
62170 Private Contractual Services	907,369	1,145,000	1,145,000	
62170.16665 Misc Paint/Repairs Various Bldg	76,746	73,000	73,000	
62170.17420 Pop Up Projects	105,112	107,000	107,000	
62170.19894 Police Pistol Rng Abatement	8,500			
62220 Insurance			29,863	29,863
62485 Fund 535 Comm Equip Rental			50,149	50,149
62496 Fund 537 Computer System		1,061	1,719	658
62895 Miscellaneous Expenses	15			
63000 Depreciation - Land	9,698	525	525	
63005 Depreciation - Buildings	265,975	173,999	195,685	21,686
63010 Depreciation - Infrastructure	269,887	65,285	65,185	(100)
63011 Depreciation - Road & Street	1,558	1,558	1,558	
63014 Depreciation - Parks & Street	250	250	250	
63015 Depreciation - Mach & Equip	95,794	79,144	259,087	179,943
63040 Depreciation - Computers	4,324			
63045 Depreciation - Other	63,205			
	1,967,570	1,876,822	2,159,021	282,199
CAPITAL IMPROVEMENTS				
15022.15704 Waterproofing of ASB	\$ 34,511			
15022.18423 HVAC Repair/Replc Police/Fire	58,660			
15022.19019 HVAC Repair/Replc City Fac	792,473			
15022.19619 Inspect HazMat at City Facilities	35,870	90,000		(90,000)
15022.19626 Roof Repair/Replace at 7 City Fac	1,050			
15022.19627 HVAC at Colony/Verdugo/Joslyn	70,907			
15022.19644 Nature Center Bridge Repair	5,704			

Municipal Building Maintenance Fund

534PW33A (Cont.)

CAPITAL IMPROVEMENTS (cont.)

15022.20079 Nature Center Windows	\$	75,000		\$	(75,000)
15022.20080 EOC Generator Installation		350,000			(350,000)
15022.20081 PD/FD HQ Parking Gate		75,000			(75,000)
15022.20082 Flooring Replacement Project		60,000			(60,000)
15022.20083 HVAC Repair at Four Facilities		160,000			(160,000)
15022.20084 Roof Surveys & Inspections		30,000			(30,000)
15022.20541 Annual Roof Surveys & Inspection			18,000		18,000
15022.20542 Annual Roof Repair/Replacement			480,000		480,000
15022.20543 HVAC Repair/Replacement			780,000		780,000
15022.20554 Animal Shelter Kennel & Termite			200,000		200,000
15032.12986 Citywide Seismic Retrofit Design		390,862	787,862		397,000
15032.17475 ASB HVAC Modification		684,078			
15032.17551 City Facilities Roof Repairs		23,662			
		1,706,915	1,230,862	2,265,862	1,035,000
PROGRAM TOTAL	\$	3,733,494	\$ 3,175,703	\$ 4,492,631	\$ 1,316,928

Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES 2010-11		BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years		6.000	6.000	6.000	
Salaries & Benefits	\$	840,794	\$	585,943	\$ 705,991
Materials, Supplies, Services		2,166,317		2,378,999	2,240,887
Capital Outlay		317		615,000	1,429,800
TOTAL	\$	3,007,428	\$	3,579,942	\$ 4,376,678

Communication Equipment Replacement Fund

Telephone System

535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	0.700	0.830	0.130
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 68,943	\$ 82,124	\$ 215,677	\$ 133,553
60006	Overtime	10,309	20,000	15,000	(5,000)
60012	Fringe Benefits	25,366	37,787	79,807	42,020
60020	Project Salaries	222,869	(19,530)	(55,889)	(36,359)
60021	Project Salaries Overhead	137,170	(22,460)	(64,272)	(41,812)
60023	Uniform & Tool Allowance	633	1,860	1,860	
60031	Payroll Adjustment	543			
		465,833	99,781	192,183	92,402
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 387,831	\$ 333,750	\$ 279,850	\$ (53,900)
62170	Private Contractual Services	15,481	125,500	177,500	52,000
62300	Special Departmental Supplies	1,822	5,000	25,000	20,000
62310	Office Supplies		1,100	700	(400)
62315	Radio Supplies & Maintenance	96			
62316	Software & Hardware			51,500	51,500
62320	Telephone Supplies & Maint	18,423	50,000	50,000	
62400	Telephone Supplies Handling		12,800	12,800	
62420	Books & Periodicals		200	200	
62430	Auto Equipment Maintenance	12			
62440	Office Equipment Maint & Repair	886	500	1,000	500
62485	F535 Comm Equip Rental	18,063	16,410	19,508	3,098
62496	F537 Computer Equip Rental	924	976	1,047	71
62710	Travel			6,200	6,200
62755	Training	4,431		40,000	40,000
63047	Depreciation - Telephone		356,940	401,000	44,060
63131.1000	Overhead Recovery - Fleet	3,539	4,000	4,120	120
63310	Inventory Overhead	27			
		451,535	907,176	1,070,425	163,249
CAPITAL OUTLAY					
15042.18762	City Phone System			\$ 42,300	\$ 42,300
15042	Mach & Equip/Other Assets			25,000	25,000
15141	Telephone System-Clearing		100,000		(100,000)
70021	Software	132			
71000	Infrastructure Improvements	185			
		317	100,000	67,300	(32,700)
PROGRAM TOTAL		\$ 917,685	\$ 1,106,957	\$ 1,329,908	\$ 222,951

Communication Equipment Replacement Fund

Radio System

535PS72A-B/PS73A

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.300	5.300	5.170	(0.130)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 494,889	\$ 512,537	\$ 378,984	\$ (133,553)
60006	Overtime	40,280	15,000	28,000	13,000
60012	Fringe Benefits	179,430	212,420	136,964	(75,456)
60015	Wellness Program	90			
60020	Project Salaries	(215,715)	(119,970)	(15,944)	104,026
60021	Project Salaries Overhead	(132,379)	(137,966)	(18,336)	119,630
60023	Uniform & Tool Allowance	5,717	4,140	4,140	
60031	Payroll Adjustment	2,649			
		374,961	486,162	513,808	27,647
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 1,394	\$ 41,250		\$ (41,250)
62085	Other Professional Services		10,000	10,000	
62170	Private Contractual Services	194,053	235,000	4,921	(230,079)
62220	Insurance	4,261	4,728	7,466	2,738
62225	Custodial Services	117			
62300	Special Departmental Supplies	3,459	20,000		(20,000)
62310	Office Supplies		1,100		(1,100)
62315	Radio Supplies & Maintenance	69,602	100,000	100,000	
62316	Software & Hardware			10,000	10,000
62330	Radio Batteries		10,000	12,000	2,000
62395	Radio Supplies Handling		6,500	7,500	1,000
62420	Books & Periodicals		300	500	200
62430	Auto Equipment Maint & Repairs	48	100	500	400
62435	General Equip Maint & Repairs	2,558	10,000	11,500	1,500
62450	Build Grounds Maint & Repairs		5,000		(5,000)
62465	Building Rentals	49,844	54,180	56,000	1,820
62496	F537 Computer Equip Rental	3,740	3,915	314	(3,601)
62700	Memberships & Dues	770	690	690	
62710	Travel	3,764		4,700	4,700
62755	Training	3,173		1,000	1,000
62895	Miscellaneous	15,097			
63046	Depreciation - Radio	1,361,328	965,060	936,000	(29,060)
63310	Inventory Overhead	1,574	4,000	7,371	3,371
		1,714,782	1,471,823	1,170,462	(301,361)
CAPITAL OUTLAY					
15021	Bldg Improvements/Infrastructure			\$ 112,500	112,500
15041	Mach & Equip/Other Assets	35,230		1,125,000	1,125,000
15131	Radio-Clearing	(35,230)	515,000		(515,000)
15141	Radio-Clearing			125,000	125,000
			515,000	1,362,500	847,500
PROGRAM TOTAL		\$ 2,089,743	\$ 2,472,985	\$ 3,046,770	\$ 573,786

Computer Equipment Replacement Fund

537IT01-05A

This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

FUND SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years			2,000	2,000
Salaries & Benefits			\$ 151,313	\$ 151,313
Materials, Supplies, Services	8,088,840	4,315,046	4,170,028	\$ (145,018)
Capital Outlay	314,624	161,000	162,000	1,000
TOTAL	\$ 8,403,464	\$ 4,476,046	\$ 4,483,341	\$ 7,295

Operations

537IT01A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services			\$ 40,000	\$ 40,000
62240 Services of Other Dept-Direct	105,882	113,096		(113,096)
62440 Office Equip Maint & Repairs	209,990	350,000	300,000	(50,000)
62496 F537 Computer Equip Rentals	1,591	1,680	3,372	1,692
63040 Depreciation - Comps./Software	709,977	563,962	825,922	261,960
63050 Non-Capitalized Assets - PCs	150,209	200,000	500,000	300,000
	1,177,649	1,228,738	1,669,294	440,556
PROGRAM TOTAL	\$ 1,177,649	\$ 1,228,738	\$ 1,669,294	\$ 440,556

Computer Equipment Replacement Fund Networking

537IT02A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS				2.000	2.000
SALARIES & BENEFITS					
60001	Salaries & Wages			\$ 97,495	\$ 97,495
60012	Fringe Benefits			29,442	29,442
60012.1008	Fringe Benefits - Retiree			968	968
60012.1509	Fringe Benefits - Pension			21,907	21,907
60012.1528	Fringe Benefits - Workers Comp			1,501	1,501
				151,313	151,313
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 122,853		\$ 50,000	\$ 50,000
62420	Books & Periodicals	495			
62440	Office Equip Maint & Repairs	205,659	300,000	300,000	
63040	Depreciation - Comps/Software	253,826	225,981	188,950	(37,031)
63050	Non-capitalized assets	87,125	100,000	50,000	(50,000)
		669,958	625,981	588,950	(37,031)
CAPITAL OUTLAY					
15111	Computers & Software-Clearing			\$ 139,000	\$ 139,000
				139,000	139,000
PROGRAM TOTAL		\$ 669,958	\$ 625,981	\$ 879,263	\$ 253,282

Geographic information Systems (GIS)

537IT03A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 45,485		\$ 58,000	\$ 58,000
62440	Office Equip Maint & Repairs	27,049	35,000	32,000	(3,000)
		72,534	35,000	90,000	55,000
PROGRAM TOTAL		\$ 72,534	\$ 35,000	\$ 90,000	\$ 55,000

Oracle

537IT04A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 26,125	\$ 144,000	\$ 144,000	
62316	Software & Hardware	12,240			
62440	Office Equip Maint & Repairs	148,006	400,000	375,000	(25,000)
62755	Training	5,493			
63040	Depreciation - Comps./Software	5,575,175	1,596,437	1,004,093	(592,344)
		5,767,039	2,140,437	1,523,093	(617,344)
PROGRAM TOTAL		\$ 5,767,039	\$ 2,140,437	\$ 1,523,093	\$ (617,344)

Computer Equipment Replacement Fund

Document Imaging

537IT05A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs	\$ 18,285	\$ 25,000	\$ 20,000	\$ (5,000)
	18,285	25,000	20,000	(5,000)
PROGRAM TOTAL	\$ 18,285	\$ 25,000	\$ 20,000	\$ (5,000)

Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CM02A.62170 Private Contractual Services	\$ 1,788			
LB01A.62170 Private Contractual Services	7,870			
PD01A.62316 Software & Hardware	7,600			
CC01A.62440 Office Equip Maint & Repairs			5,250	5,250
CD26A.62440 Office Equip Maint & Repairs	13,082	15,147	16,198	1,051
CD32B.62440 Office Equip Maint & Repairs	7,275	7,639	7,639	
CD41A.62440 Office Equip Maint & Repairs	95,000	102,002	112,927	10,925
CM02A.62440 Office Equip Maint & Repairs	29,323	38,079	42,683	4,604
FD01A.62440 Office Equip Maint & Repairs	8,810	9,251	8,526	(725)
FD04A.62440 Office Equip Maint & Repairs	9,800	10,290	10,290	
PD01A.62440 Office Equip Maint & Repairs	143,461	40,000	35,000	(5,000)
PD04A.62440 Office Equip Maint & Repairs	7,375	7,750	7,673	(77)
PR32A.62440 Office Equip Maint & Repairs	8,012	8,413	8,373	(40)
PW21B.62440 Office Equip Maint & Repairs	17,100	21,319	24,132	2,813
CM02A.63050 Non Capitalized Assets	9,024			
FD01A.63050 Non Capitalized Assets	4,697			
FD02A.63050 Non Capitalized Assets	12,632			
PD01A.63050 Non Capitalized Assets	526			
	383,375	259,890	278,691	18,801
CAPITAL OUTLAY				
CD31A.15111 Computers & Software-Clearing		\$ 15,000		\$ (15,000)
PD01A.15111 Computers & Software-Clearing		146,000	23,000	(123,000)
CD41A.15112 Enterprise Permit System-15878	303,204			
PW21B.15112 Enterprise Permit System-15878	7,920			
PD03A.70021 Software	3,500			
	314,624	161,000	23,000	(138,000)
PROGRAM TOTAL	\$ 697,999	\$ 420,890	\$ 301,691	\$ (119,199)

VEHICLE EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000	1.000		-1.000
FLEET SERVICES SUPV	1.000	1.000		-1.000
SR FLEET MAINT. TECH	4.000	2.000	3.000	1.000
WELDER	1.000			
FLEET MAINT. TECH	9.000	4.000	4.000	
TIRE MAINT WKR	1.000			
TOTAL FULL TIME	17.000 (17)	8.000 (8)	7.000 (7)	-1.000
Part Time	*	*	*	
FLEET SUPT			0.850 (1)	0.850
FLEET SERVICES SUPV			0.700 (1)	0.700
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
WELDER		0.797 (1)	0.797 (1)	
FLEET MAINT. TECH		1.859 (7)	1.859 (7)	
TIRE MAINT WKR		0.681 (1)	0.681 (1)	
TOTAL PART TIME	0.500	3.837	5.387	1.550
TOTAL STAFF YEARS	17.500 (18)	11.837 (18)	12.387 (19)	0.550

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

MUNICIPAL BUILDING REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	1.000	1.000	1.000	
	*	*	*	
TOTAL STAFF YEARS	1.000 (1)	1.000 (1)	1.000 (1)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000	1.000	1.000	
COMM TECHNICIAN SUPV	1.000	1.000	1.000	
SR COMM TECHNICIAN	1.000	1.000	1.000	
COMM TECHNICIAN	3.000	3.000	3.000	
TOTAL FULL TIME	6.000	6.000	6.000	
	*	*	*	
TOTAL STAFF YEARS	6.000 (6)	6.000 (6)	6.000 (6)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND AUTHORIZED POSITIONS ARE ALSO LISTED WITHIN THE BWP BUDGET.

COMPUTER EQUIPMENT REPLACEMENT FUND
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
TECH SUPPORT ANALYST I			2.000	2.000
TOTAL FULL TIME			2.000	2.000
			*	
TOTAL STAFF YEARS			2.000 (2)	2.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

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